THE TULALIP TRIBES
Tulalip Data Services
Job Description

JOB TITLE: Web Developer

JOB NUMBER: QCV 001-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

<mark>The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.</mark>

Tulalip Data Services offers a unique work environment with opportunities to work on a diverse portfolio of projects, excellent personal and professional development opportunities, and an excellent benefit package. We are a fast-growing organization – and recognized locally and nationally as an innovative place to work. We work closely with major software and hardware companies – and we received recognition from Harvard University via the "Honoring Contributions in the Governance of American Indian Nations" award. Working for Tulalip Data Services provides opportunities to make a difference and be a technology innovator!

As a web developer at Tulalip Data Services, you will be a part of a highly dynamic and enthusiastic team of both software and web professionals. You will have the opportunity to:

- Work with the newest cutting edge technologies
- Work in a diverse work environment
- Flexible work schedules
- Opportunity to work with industry leaders
- Opportunity to receive training in cutting edge technologies

In addition, you will have the unique experience of participating in the entire software development lifecycle, not just a single aspect like most organizations. Your insight into web-based applications will increase the effectiveness of our web infrastructure. You will have the responsibility of creating, reviewing, analyzing and modifying web based software systems and applications. This includes documenting, encoding, testing, debugging and installing systems that support the Tulalip Tribes organization. In addition, the project feedback you report will continue to reshape each subsequent development project and ensure that each project is held to the highest standards.

EDUCATION: **(Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)**

[ ]   Associates of Science degree or technical degree with web / traditional programming track. (**attach copy of degree or transcript with application**).

SKILLS:

[ ]   Working knowledge of the Visual Studio .NET IDE, Microsoft Application Center Test, and programming languages, including C# .NET, Visual Basic .NET, and ASP .NET.

[ ]   Knowledge of the .NET framework.

[ ]   Working knowledge of Windows Server Platforms.

[ ]   Working knowledge of web languages such as: HTML, Java Script, XML, CSS and ASP.NET.

[ ]   Working knowledge of SharePoint and SharePoint administration.

[ ]   Knowledge of software development lifecycles (SDLCs) and their utilization in software development projects.

EXPERIENCE:

[ ]   Two (2) years experience designing and maintaining websites, including IIS administration.

[ ]   Two (2) years experience converting project objectives to requirement specifications.

[ ]   One (1) year experience using UML standard to create models and diagrams for projects.

OTHER REQUIREMENTS:

[ ]   Knowledge of Microsoft™ Project, Microsoft™ Visio, and Microsoft™ Office.

[ ]   Must be willing to attend progressive job related training as requested.

[ ]   Must be able to work evenings, weekends, and/or holidays as needed or requested.

[ ]   Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

[ ]   Ability to consult with users to identify current operating procedures and to clarify program objectives.

Physical Characteristics and/or Prerequisites:

[ ]   Manual and finger dexterity for the operation of a personal computer and routine paperwork.

[ ]   Stamina to sit, stand, and/or walk for prolonged periods of time.

[ ]   Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.

[ ]   Ability to lift and carry 40 lbs. on a frequent basis.

[ ]   Mobility to bend, stoop, and/or climb stairs on an occasional basis.

Tribal Department: Tulalip Data Services

Employee Classification: Non-Exempt

Job Summary: The successful candidate will develop and maintain web architecture for the Tulalip Tribes. This candidate will also be responsible for helping manage site architecture and supporting server technologies. In addition, this person will work with senior management to provide reporting of key performance indicators of the web services. The successful candidate will create, review, analyze, and modify systems. The tasks performed will include documenting, encoding, testing, debugging and installing systems in support of the Tulalip Tribe's software applications. In addition, the candidate will provide progress status reports to senior management and customers.

Employee Reports To: Manager of Software Engineering Services

Extent of Authority: Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

Specific Duties Performed:

1. Managing and maintaining the operational capability, design and structure of the Tribes websites.
2. Managing and maintaining on a timely basis any updates or content changes.
3. Consult with users to identify current operating procedures and to clarify program objectives.
4. Write documentation to describe program development, logic, coding, and corrections.
5. Write code in high level object oriented programming languages.
6. Provide document management and workflow functionality for major changes and or upgrades.
7. Participate in the Tulalip Data Services mentoring program.
8. Performs other related duties as deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Pay Range: **$17.03 – $22.83**

Opening Date: **10/18/2006**

Closing Date: **Until Filled**